

INVITATION TO BID		LSU	BID DUE DATE AND TIME	
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE			04/28/2011	11:00 AM CT
SOLICITATION 000010210 VENDOR # VENDOR NAME AND ADDRESS <div style="border: 1px solid black; height: 100px; width: 300px; margin-top: 10px;"></div>			RETURN BID TO LSU LOUISIANA STATE UNIV. PURCHASING OFFICE 213 THOMAS BOYD HALL Baton Rouge LA 70803 BUYER Tiffany N. Carter BUYER PHONE (225)578-2739 ISSUE DATE 04/05/2011	

TITLE: PRINTING & BINDING, MAY 2011 COMMENCEMENT PROGRAMS

To Be Completed By Bidder

1. _____ "No Bid" (sign and return this page only).
2. _____ My Company does not wish to receive future solicitations for this commodity code.
3. Specify your Delivery: To be made within _____ days after receipt of order.
4. Specify your Payment Terms: _____.
 Prompt payment cash discounts for less than 30 days and less than 1% will be accepted, but will not be considered in determining awards. On indefinite quantity term contracts, cash discounts will be accepted and taken, but will not be considered in determining awards.
5. Specify your Bid Reference Number: _____.
 (This number will appear on any resulting order or contract.)

General Instructions to Bidders

1. Sealed bids for furnishing the items and/or services specified are hereby solicited, and will be received by the issuing LSU Campus/Department at the "Return Bid To" address stated above, until the specified due date and time.
2. Bids must be signed by a person authorized to bind the vendor. In accordance with Louisiana R.S. 39:1594, the person signing the bid must be: (1) a current corporate officer, partnership member, or other individual specifically authorized to submit a bid as evidenced in the appropriate records filed with the Louisiana Secretary of State; or (2) an individual authorized to bind the vendor as evidenced by a corporate resolution, certificate or affidavit; or (3) other documents indicating authority which are acceptable to the public entity.
3. Read the entire solicitation, including all terms, conditions and specifications.
4. All bid information and prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit prices are to be initialed by the bidder.
5. Bid prices shall include all delivery charges paid by the vendor, F.O.B. LSU Destination, unless otherwise provided in the solicitation. Any invoiced delivery charges not quoted and itemized on the LSU purchase order are subject to rejection and non-payment.
6. Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. Delinquent payment penalties are governed by L.R.S. 39:1695.
7. By signing this solicitation, the bidder certifies compliance with all general instructions to bidders, terms, conditions and specifications; and further certifies that this bid is made without collusion or fraud.

BIDDER (Name of Firm)	MAILING ADDRESS
AUTHORIZED SIGNATURE	CITY, STATE ZIP
PRINTED NAME	PHONE #
TITLE	FAX #
E-MAIL	FEDERAL TAX ID #

STANDARD TERMS & CONDITIONS	INVITATION TO BID	PAGE 2
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<p>These standard terms and conditions shall apply to all LSU solicitations, unless otherwise specifically amended and provided for in the special terms and conditions, specifications, or other solicitation documents. In the event of conflict between the General Instructions to Bidders or Standard Terms & Conditions and the Special Terms & Conditions, the Special Terms & Conditions shall govern.</p> <p>Bids submitted are subject to provisions of the laws of the State of Louisiana, including but not limited to: the Louisiana Procurement Code (R.S. 39:1551-1736); Purchasing Rules and Regulations (Title 34 of the Louisiana Administrative Code); Executive Orders; and the terms, conditions, and specifications stated in this solicitation.</p> <p>1. Bid Delivery and Receipt To be considered, sealed bids must be received and time-stamped at the "Return Bid To" address no later than the due date and time specified herein. Sealed bids cannot be accepted by telegraph, fax, or e-mail. Price alterations and addenda to bids may be submitted by telegraph or fax, and will be considered provided bidder's sealed bid, price alterations and addenda have been received in the purchasing office prior to bid opening time. Late bids cannot be accepted per L.A.C. 34:I.517, and shall be returned unopened.</p> <p>2. Bid Forms Bids are to be submitted on and in accordance with the LSU solicitation forms provided, and must be signed by an authorized agent of the vendor. Bids submitted on other forms or in other price formats may be considered informal and may be rejected in part or in its entirety. Bids submitted in pencil and/or bids containing no original signature indicating the bidder's intent to be bound will not be accepted.</p> <p>3. Interpretation of Solicitation/Bidder Inquiries If bidder is in doubt as to the meaning of any part or requirement of this solicitation, bidder may submit a written request for interpretation to the Buyer-of-Record at the address and/or fax number shown above. Written inquiries must be received in the Purchasing Office no later than five (5) calendar days prior to the opening of bids, and shall be clearly cross-referenced to the relevant solicitation/specification in question. No decisions or actions shall be executed by any bidder as a result of oral discussions with any LSU employee or consultant. Any interpretation of the documents will be made by formal addendum only, issued by the Purchasing Office, and mailed or delivered to all bidders known to have received the solicitation. LSU shall not be responsible for any other interpretations or assumptions made by bidder.</p> <p>4. Bid Opening Bidders may attend the public bid opening of sealed bids and proposals. No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process. Written bid tabulations will not be furnished. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the Purchasing Office during normal working hours.</p> <p>5. Special Accommodations Any "qualified individual with a disability" as defined by the Americans with Disabilities Act, who has submitted a bid and desires to attend the public bid opening, must notify the Purchasing Office in writing not later than seven days prior to the bid opening date of their need for special accommodations. If the request cannot be reasonably provided, the individual will be informed prior to the bid opening.</p> <p>6. Standards of Quality Any product or service bid shall conform to all applicable federal, state and local laws and regulations, and the specifications contained in the solicitation. Any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired; and is not intended to limit or restrict competition. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact product specified in the solicitation.</p> <p>7. New Products/Warranty/Patents All products bid for purchase must be new, never previously used, of the manufacturer's current model and/or packaging, and of best quality as measured by acceptable trade standards. No remanufactured, demonstrator, used or irregular products will be considered for purchase unless otherwise specified. The manufacturer's standard published warranty and provisions shall apply, unless more stringent warranties are otherwise required by LSU and specified in the solicitation. In such cases, the bidder and/or manufacturer shall honor the specified warranty requirements, and bid prices shall include any premium costs of such coverage. Bidder guarantees that the products proposed and furnished will not infringe upon any valid patent or trademark; and shall, at its own expense, defend any and all actions or suits charging such infringement, and shall save LSU harmless.</p> <p>8. Descriptive Information Bidders proposing an equivalent brand or model are to submit with the bid descriptive information (such as literature, technical data, illustrations, etc) sufficient for LSU to evaluate quality, suitability, and compliance with the specifications. Failure to</p>		

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<p>submit descriptive information may cause bid to be rejected. Any changes made by bidder to a manufacturer's published specifications shall be verifiable by the manufacturer. If items bid do not fully comply with specifications, bidder must state in what respect items deviate. Bidder's failure to note exceptions in its bid will not relieve the bidder from supplying the actual products requested.</p> <p>9. Bids/Prices/F.O.B. Point</p> <ul style="list-style-type: none"> The bid price for each item is to be quoted on a "net" basis and F.O.B. LSU Destination, i.e. title passing upon receipt and inclusive of all delivery charges, any item discounts, etc. Bids other than F.O.B. LSU Destination may be rejected. Bids indicating estimated freight charges may be rejected. Bids requiring deposits, payment in advance, or C.O.D. terms may be rejected. Bidders who do not quote "net" item prices and who separately quote an overall "lump sum" freight cost or discount for all items shall be considered as submitting an "all-or-none" bid for evaluation and award purposes; and risk rejection if award is made on an item basis. Prices shall be firm for acceptance for a minimum of 30 days, unless otherwise specified. Bids conditioned with shorter acceptance periods may be rejected. Prices are to be quoted in the unit/packaging specified (e.g. each, 12/box, etc), or may be rejected. In the event of extension errors, the unit price bid shall prevail. <p>10. Taxes</p> <p>Vendor is responsible for including all applicable taxes in the bid price. LSU is exempt from all Louisiana state and local sales and use taxes. By accepting an award, resident and non-resident firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable, including but not limited to: franchise taxes, privilege taxes, sales taxes, use taxes, ad valorem taxes, etc.</p> <p>11. Terms and Conditions</p> <p>This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in its bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana.</p> <p>12. Vendor Forms/LSU Signature Authority</p> <p>The terms and conditions of the LSU solicitation and purchase order/contract shall solely govern the purchase agreement, and shall not be amended by any vendor contract, form, etc.</p> <p>The University's chief procurement officer, or authorized designee, is delegated sole authority to execute/sign any vendor contracts, forms, etc, on behalf of LSU. Departments are expressly prohibited from signing any vendor forms.</p> <p>Any such vendor contracts/forms bearing unauthorized signatures shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom. Vendors who present any such forms to department users for signature without regard to this strict LSU policy may face contract cancellation, suspension, and/or debarment.</p> <p>13. Awards</p> <p>Award will be made to the lowest responsible and responsive bidder. LSU reserves the right: (1) to award items separately, grouped, or on an all-or-none basis, as deemed in its best interest; (2) to reject any or all bids and/or items; and (3) to waive any informalities.</p> <p>All solicitation specifications, terms and conditions shall be made part of any subsequent award as if fully reproduced and included therein, unless specifically amended in the formal contract.</p> <p>14. Acceptance of Bid</p> <p>Only the issuance of an official LSU purchase order/contract, a Notification of Award letter, or a Notification of Intent to Award letter shall constitute the University's acceptance of a bid. LSU shall not be responsible in any way to a vendor for goods delivered or services rendered without an official purchase order/contract.</p> <p>15. Applicable Law</p> <p>All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.</p> <p>16. Awarded Products/Unauthorized Substitutions</p> <p>Only those awarded brands and numbers stated in the LSU contract are approved for delivery, acceptance, and payment purposes. Any substitutions require prior approval of the Purchasing Office. Unauthorized product substitutions are subject to rejection at time of delivery, post-return at vendor's expense, and non-payment.</p> <p>17. Testing/Rejected Goods</p> <p>Vendor warrants that the products furnished will be in full conformity with the specification, drawing or sample, and agrees that this warranty shall survive delivery, acceptance, and use. Any defect in any product may cause its rejection. LSU reserves the right to test products for conformance to specifications both prior to and after any award. Vendor shall bear the cost of testing</p>		

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<p>if product is found to be non-compliant. All rejected goods will be held at vendor's risk and expense, and subject to vendor's prompt disposition. Unless otherwise arranged, rejected goods will be returned to the vendor freight collect.</p> <p>18. Delivery Vendor is responsible for making timely delivery in accordance with its quoted delivery terms. Vendor shall promptly notify the LSU Department and/or Purchasing Office of any unforeseen delays beyond its control. In such cases, LSU reserves the right to cancel the order and to make alternative arrangements to meet its needs.</p> <p>19. Default of Vendor Failure to deliver within the time specified in the bid/award will constitute a default and may be cause for contract cancellation. Where the University has determined the vendor to be in default, LSU reserves the right to purchase any or all goods or services covered by the contract on the open market and to surcharge the vendor with costs in excess of the contract price. Until such assessed surcharges have been paid, no subsequent bids from the defaulting vendor will be considered for award.</p> <p>20. Vendor Invoices Invoices shall reference the LSU purchase/release order number, vendor's packing list/delivery ticket number, shipping/delivery date, etc. Invoices are to be itemized and billed in accordance with the order, show the amount of any prompt payment discount, and submitted on the vendor's own invoice form. Invoices submitted by the vendor's supplier are not acceptable.</p> <p>21. Delinquent Payment Penalties Delinquent payment penalties are mandated and governed by Louisiana R.S. 39:1695. Vendor penalties to the contrary shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom.</p> <p>22. Assignment of Contract/Contract Proceeds Vendor shall not assign, sublet or transfer its contractual responsibilities, or payment proceeds thereof, to another party without the prior written consent and approval of the Purchasing Office. Unauthorized assignments of contract or assignments of contract proceeds shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom.</p> <p>23. Contract Cancellation LSU has the right to cancel any contract for cause, in accordance with purchasing rules and regulations, including but not limited to: (1) failure to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) misrepresentation by the vendor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the University; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract. LSU has the right to cancel any contract for convenience at any time by giving thirty (30) days written notice to the vendor. In such cases, the vendor shall be entitled to payment for compliant deliverables in progress.</p> <p>24. Prohibited Contractual Arrangements Per Louisiana R.S. 42:1113.A, no public servant, or member of such a public servant's immediate family, or legal entity in which he has a controlling interest shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the agency of such public servant. See statute for complete law, exclusions, and provisions.</p> <p>25. Equal Employment Opportunity Compliance By submitting and signing this bid, vendor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; federal Executive Order 11246; federal Rehabilitation Act of 1973, as amended; the Vietnam Era Veteran's Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972; the Age Act of 1975; the Americans with Disabilities Act of 1990. Vendor agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sex, age, national origin, veteran status, political affiliation, handicap, disability, or other non-merit factor. Any act of discrimination committed by vendor, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.</p> <p>26. Mutual Indemnification Each party hereto agrees to indemnify, defend, and hold the other, its officers, directors, agents and employees harmless from and against any and all losses, liabilities, and claims, including reasonable attorney's fees arising out of or resulting from the willful act, fault, omission, or negligence of the indemnifying party or of its employees, contractors, or agents in performing its obligations under this agreement, provided however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission, or negligence.</p> <p>27. Certification of No Suspension or Debarment By signing and submitting this bid, bidder certifies that its company, any subcontractors, or principals thereof, are not suspended or debarred under federal or state laws or regulations. A list of parties who have been suspended or debarred by federal agencies is maintained by the General Services Administration and can be viewed on the internet at www.epls.gov.</p>		

SPECIAL TERMS & CONDITIONS	INVITATION TO BID	PAGE 5
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<p>01 Sealed Bid Delivery Instructions and Advisory: To assure consideration, your bid must be submitted in a sealed envelope or package and should be clearly and prominently marked with the solicitation number and bid due date, or may be submitted using the special bid return label if one was furnished for that purpose. Bidders are advised that the U.S. Postal Service does not make deliveries to our physical location. USPS mail is delivered to the University's mail center and is redelivered using internal resources. Bidders may deliver bids by hand or by a courier service to our physical location at the "Return Bid To" address specified. The University shall not be responsible for any delays caused by the Bidder's chosen means of bid delivery. Bidder is solely responsible for the timely delivery of its bid, and failure to meet the bid due date and time shall result in rejection of the bid. Your attention is also directed to Standard Terms & Conditions No. 1 - Bid Delivery and Receipt.</p> <p>02 Bid delivery prices are to be quoted FOB LSU/DESTINATION and inclusive of any and all applicable shipping and handling charges.</p> <p>03 Use of University Name and Indicia (PS-93): LSU is the owner of all rights, titles and interests in and to certain designations comprising designs, trade names, trademarks and service marks (hereafter called "Licensed Marks"), including without limitation, the names "Louisiana State University" and "LSU Tigers," the wordmark "LSU," logotypes, and seals incorporating one or more of the foregoing, and certain logographics and/or symbols which have come to be associated with Louisiana State University. The Contractor is granted the right by LSU to utilize its "Licensed Marks" on a royalty free basis for the sole purpose of executing the deliverables under this contract. Contractor acknowledges this single use provision, and further acknowledges that any other use of such licensed marks of LSU shall be considered as an infringement of its federal and state registered trademarks.</p> <p>04 All art, color separations, film, negatives, tapes, floppy disks, special plates, dies, etc, created by the vendor to produce this job are to become the unconditional property of the University. Successful vendor is to forward all such items to the department upon completion of this job, unless otherwise arranged.</p> <p>05 Quality of Workmanship and Stock: All articles furnished and work done must be of a first class quality. The use of poor type, poor presswork or the use of a different color of ink from that ordered, inferior binding, inferior quality or mismatched paper stock, a lesser grade of paper than that ordered, or any other discrepancies will be sufficient cause for the rejection of the work and for refusal of payment until the contract controversy is resolved.</p> <p>06 LSU is a member of the National Association of Educational Procurement (NAEP) and the E & I Cooperative Purchasing Service.</p>		

PRINTING AND BINDING OF THE 2011 MAY COMMENCEMENT PROGRAMS

I. Main Program

A. Printing

Print approximately 22,000 copies of an 72-96 page text booklet, print and collate cover, and saddle-stitch. Flat size 12"x8.75". Finished size 6"x8.75".

Text

- At time of award, LSU will provide a manuscript in Microsoft Word and a template in Adobe InDesign. Vendor shall typeset program according to template.
- Vendor shall output and deliver to LSU a first PDF proof of all text pages no later than three (3) working days from receipt of file. LSU to approve proofs within (two) 2 working days of receipt of proof.
- If changes must be made to the first PDF proof, vendor shall output and deliver to LSU a second PDF proof of all text pages no later than one (1) working day from receipt of first PDF proof with changes. LSU to approve proofs within one (1) working day of receipt.
- Text shall be printed in black ink on 60# white offset text.
- If printer is not binding the books, printing vendor is responsible for subcontracting with a binding vendor, arranging the delivery and cost of shipment to the binding vendor, the cost of binding, and the cost of shipping to LSU (specified below in III. Delivery).

Cover

- At time of award, LSU will provide cover and die artwork. Vendor shall produce actual die based on artwork provided.
- Cover shall be printed full-bleed on 80# cover EuroArt Dull with one spot color plus flood dull varnish on outside and foil stamped with 2.25" imprint. Inside cover shall be printed in black ink only.
- Vendor shall output and deliver to LSU two (2) sets of high-resolution contract proofs of cover no later than two (2) working days from receipt of file. LSU to approve high-resolution contract proofs within two (2) working days of receipt of proof.
- If changes must be made to the first proof, vendor shall output and deliver to LSU a second proof of all text pages no later than one (1) working day from receipt of first proof with changes. LSU to approve proofs within one (1) working day of receipt.

B. Binding

- Collate the printed signatures and saddle-stitch with cover.
- Pack programs in cartons not to weigh more than 30# per carton. Cartons MUST be labeled with title and quantity per carton. Cartons shall be furnished by vendor.

II. College Programs

A. Printing

Print approximately 22,200 total copies of approximately eleven varieties of college commencement programs. Quantities for each of the college programs will be provided at time of award. Program binding will vary from a folded cover to a cover saddle-stitched with up to 28 pages. Flat size 11"x8.5". Finished size 5.5"x8.5".

Text

- At time of award, LSU will provide PDF files of interior pages.
- Vendor shall output and deliver to LSU one (1) blueline proof no later than three (3) working days from receipt of file. LSU to approve proofs within (two) 2 working days of receipt.
- Text shall be printed in black ink on 70# Accent Opaque white smooth text.
- If printer is not binding the books, printing vendor is responsible for subcontracting with a binding vendor, arranging the delivery and cost of shipment to the binding vendor, the cost of binding, and the cost of shipping to LSU (specified below in III. Delivery).

Cover Shell

- Cover shell shall be printed one side only, full-bleed on 70# Accent Opaque white smooth text with one spot color. Cover shell shall be the same for all college program quantities produced.

- Vendor shall output and deliver to LSU one (1) set of high-resolution contract proofs of cover shell no later than three (3) working days from receipt of file. LSU to approve high-resolution contract proofs within two (2) working days of receipt of proof.
- If changes must be made to the first proof, vendor shall output and deliver to LSU a second proof of all text pages no later than one (1) working day from receipt of first proof with changes. LSU to approve proofs within one (1) working day of receipt.

Cover Imprint

- Vendor shall typeset approximately eleven covers according to a template provided by LSU. Typesetting will include outside cover and inside cover for each of the college programs. Typeset content shall be imprinted on cover shell.
- Imprint content shall be printed in black ink only. Imprint content shall vary for each of the college programs.

B. Binding

- Collate the printed signatures and saddle-stitch with cover, as indicated.
- Pack programs in cartons not to weigh more than 30# per carton. Cartons MUST be labeled with title and quantity per carton. Contents of cartons shall not be mixed. Cartons shall be furnished by vendor.

III. Delivery

- **All items MUST be delivered by May 17, 2011.**
- Printer/Binder shall meet delivery as specified at time of award. Delivery shall include inside delivery to as many as 15 different locations around the BR main campus.

**ATTACHMENT A
BID PRICE SHEET**

*All price fields in this bid price sheet must be completed in order to consider bid responsive.
Failure to complete the price sheet may cause rejection of your bid.*

PART I: MAIN PROGRAM

Bid price must include vendor costs of printing and finishing materials according to complete specifications in section I.

A. PRINTING & FINISHING MAIN PROGRAM

	22,000 programs	Add'l 1,000
72 pages plus cover		
80 pages plus cover		
88 pages plus cover		
96 pages plus cover		

B. PREPRESS FOR MAIN PROGRAM

Price to complete typesetting of Word manuscript in InDesign: \$_____ per hour

PART II: COLLEGE PROGRAMS

Bid price must include vendor costs for fulfillment of materials according to complete specifications in section II.

A. PRINTING COVER SHELLS

Price to print and trim shells: \$_____ per 100 shells

B. PRINTING & FINISHING COLLEGE PROGRAMS

	50-99	100-249	250-499	500-999	1000-1499	1500-1999	2000-2499
cover only							
4 pages + cover							
8 pages + cover							
12 pages + cover							
16 pages + cover							
20 pages + cover							
24 pages + cover							
28 pages + cover							

	2500-2999	3000-3499	3500-3999	4000-4499	4500-4999	5000-5499	5500-5999
cover only							
4 pages + cover							
8 pages + cover							
12 pages + cover							
16 pages + cover							
20 pages + cover							
24 pages + cover							
28 pages + cover							

C. PREPRESS FOR COLLEGE PROGRAMS

Price to complete typesetting of covers according to template: \$_____ per hour

PART III: ADDITIONAL PROOFS

Price of proofs in excess of three proofs included in bid price must include production of color proof and shipping proof to and from LSU if necessary: \$_____

PART IV: DELIVERY

- A. Bulk shipment of all items to one (1) central location at LSU \$_____
- B. Inside delivery to approximately fifteen (15) different locations \$_____ per location

Note: Type of delivery shall be specified at time of award.

**ATTACHMENT B
SAMPLE ORDER BID SHEET**

The bid shall be awarded all-or-none to the overall lowest responsible and responsive bidder based on the total cost of the sample order. The sample order is for award purposes only.

#1: SAMPLE MAIN PROGRAM

Price for printing and finishing of 22,000 copies of 80 pages plus cover program: \$ _____

Price for 8 hours prepress work: \$ _____

SAMPLE MAIN PROGRAM TOTAL COST \$ _____

#2: SAMPLE COLLEGE PROGRAMS

College Program #1

Price for printing and finishing of 2,400 copies of 12 pages plus cover program: \$ _____

College Program #2

Price for printing and finishing of 5,400 copies of 24 pages plus cover program: \$ _____

College Program #3

Price for printing and finishing of 1,200 copies of 8 pages plus cover program: \$ _____

Price to print 9,000 shells \$ _____

Price for 3 hours prepress work: \$ _____

SAMPLE COLLEGE PROGRAMS TOTAL COST \$ _____

#3: DELIVERY

Inside delivery of 22,000 main programs and 9,000 college programs
to 10 locations at LSU: \$ _____

SAMPLE ORDER TOTAL COST \$ _____